



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1600.1
00J
12 DEC 03

COMNAVCRUITCOM INSTRUCTION 1600.1

From: Commander, Navy Recruiting Command

Subj: POLICY AND PROCEDURES TO BE FOLLOWED WHEN A DESERTER OR
ABSENTEE SURRENDERS TO A NAVY RECRUITING STATION
(NAVCRUITSTA)

Ref: (a) MILPERSMAN Articles 1600-030, 1600-040 and 1600-050
(b) Navy Absentee Collection and Information Center
(NACIC) Standard Operating Procedures

Encl: (1) Technical Arrest Orders (Sample Letter)

1. Purpose. To establish policy and procedures when Navy deserters or absentees surrender to Navy Recruiting Stations throughout the United States.

2. Policy. In accordance with references (a) and (b), the following procedures are set forth:

a. When **absentees** surrender to a NAVCRUITSTA, immediately contact the member's parent command and obtain confirmation of the member's status, date and time of unauthorized absence. Absentees are categorized as anyone on unauthorized absence more than 24-hours but less than 31 days. If the member's command cannot be contacted, or if you have questions concerning the member's status, contact the Navy Absentee Collection and Information Center (NACIC) at DSN: 792-6578 or COMM: 800-423-7633.

b. When **deserters** surrender to a NAVCRUITSTA, immediately contact the NACIC and obtain confirmation of the member's status, date and time of unauthorized absence, and location where member is to be returned. NACIC can be reached at DSN: 792-6578 or COMM: 800-423-7633. Deserters are considered anyone on unauthorized absence 31 days or more, or if the facts and circumstances of the member's absence, without regard to the length of time, indicate the member committed the offense of desertion as defined in Article 85 of the Uniform Code of Military Justice (UCMJ).

c. Do not attempt to question the member. If questioning is necessary, comply with Article 31(b) of the UCMJ (reading the member their rights before questioning).

d. Coordinate transportation for the members return to their parent command through your local government travel agency. If travel cannot be arranged locally through the government travel agency, contact NACIC. Member must have a valid state or federal photo identification to travel by air. Since there are no means to temporarily house members in this status, except in military facilities, it is essential that the most direct and immediate transportation be secured. Passenger Reservation Request (PRRs), if used, must state that member is traveling under Technical Arrest Orders (TAOs) in a disciplinary status, or failed to report in compliance with funded official change of station, or temporary duty orders.

e. For surrenderees traveling in connection with funded PCS/TEM DU/TEMADD orders, endorse the orders using NAVCOMPT 3067, Detaching (Departing) Endorsements to Orders (Officer - Enlisted) (OCR), and type in the remarks block:

"I understand that all expenses and travel costs in connection with this transfer which are in excess of original costs of my (PCS/TEM DU/TEMADD) orders will be charged against my pay record".

(Signature of member and date)

Witnessed:

f. If member is not in possession of original copy of funded orders, then TAOs need to be issued and a NAVPERS 1070/613 entry made indicating the member is not in possession of funded (PCS/TEM DU/TEMADD) orders.

g. If surrendered member is not traveling under funded orders, issue TAOs using a NAVCOMPT 536, Standard Transfer Order, per reference (a) or by using enclosure (1). Clearly indicate on the orders "TRANSFERRED IN A DISCIPLINARY STATUS" and include the following statement:

"(DATE) I acknowledge receipt of these orders. I have read and understand that failure to comply with these orders renders me liable to charges of further unauthorized absence, disobedience of orders, and/or manifest desertion as the circumstances warrant. I also understand that all expenses and travel cost in connection with this transfer will be charged against my pay record".

(Signature of member and date)

Witnessed:

(Orders should be signed by authorized official (rate/rank/name)

Prepare a NAVPERS 1070/613 entry as follows:

"I understand that all expenses and travel costs in connection with this transfer which are in excess of the original costs of my (PCS/TEM DU/TEMADD) orders will be charged against my pay record. Written Technical Arrest Orders were issued and delivered this date transferring (rate/rank/name) to (name/of parent command) in a disciplinary status in his/her own custody to report no later than (hour and date). I acknowledge receipt of such orders and acknowledge this statement being entered in my service record."

(Signature of member and date)

Witnessed:

(Signed by authorizing official)

h. Provide the original TAO, Pay Adjustment Authorization (PAA), and NAVPERS 1070/613 to the member and forward a signed copy of each to the gaining command.

i. Ensure the absentee/deserter's appearance does not reflect discredit to the Naval service. Utilization of a PAA for haircut and clothing may be required.

j. Ensure that the member has transportation to airport.

3. For additional information contact 00J at COMM: (901)874-9117 or DSN: 882-9117.

/s/
P. E. DONAHUE
Deputy

Distribution:
COMNAVCRUITCOMINST 5216.2U
List: IIA, III (A and B)

COMMAND LETTER HEAD

TRANSFERRED IN A DISCIPLINARY STATUS

1600
Ser
Date

From: Commanding Officer, Navy Recruiting Station
To: (Insert Members Name, Rank and SSN)

Subj: TECHNICAL ARREST ORDERS

Ref: (a) U. S. Navy Regulations
(b) Manual for Court Martial (Uniform Code of Military Justice)
(c) MILPERSMAN 1600-050

1. In accordance with the authority contained in references (a), (b) and (c), you are **ordered** to return by any means possible to (insert members present command) **for duty, no later than** (allow two hours after flight arrival), (insert flight arrival date).

2. It is your responsibility to surrender to military authorities at the above location within the time indicated. If **for any reason you cannot** report to this location you must immediately contact (give point of contact).

(CO'S Signature or By direction)

I, _____ acknowledge receipt of these orders. I have read and understand that failure to comply with these orders renders me liable to charges of further unauthorized absence, disobedience of orders, and/or manifest desertion as the circumstances warrant. I also understand that all expenses and travel costs in connection with this transfer will be charged against my pay record".

DESERTER ACCOUNTING DATA:

APPROP	SUB- HEAD	OBJ. CLASS	BCN	SA	AAA	TT	PAA	COST CODE
17*1453	2202	011	12600	0	000022	2I	000000	0000000071131

ABSENTEE ACCOUNTING DATA:

APPROP.	SUB HEAD	OBJ CLASS	BCN	SA	AAA	TT	PAA	COST CODE
17*1453	2202	011	12600	0	000022	2I	000000	000000071130

* The third digit in the appropriation reflects the last digit of the applicable fiscal year, e.g., "0" for 2000 and "3" for 2003, etc.